



OPERATIONS OFFICER III/CHIEF, BUREAU OF PARK MAINTENANCE (Non-Civil Service)

OPENING DATE: September 11, 2015

CLOSING DATE: Open until filled

Position Overview

This position reports to the Operations Manager I/Chief of Parks and is a member of the Executive Staff.

The Operations Officer III/Chief, Bureau of Park Maintenance assists with the planning and development of the Department's Park Maintenance Program, as well as, overseeing its implementation. Other responsibilities include, but are not limited to:

- Supervision of park personnel to include both professional and laboring classes, full-time, part-time and temporary employees.
- Studies and recommends improvements in park operations, services and facilities. Reviews and approves plans for park facilities, inspects parks facilities and evaluates work progress
- Reviews park budget, evaluates and projects budget expenditures and tracks spending.
- Resolves complaints from city officials and the general public.
- Speaks to community groups at public meetings about park related issues.
- Writes reports, correspondences, contracts, grants and letters, may issue park use, boating and athletic field permits.
- Interprets federal, state and local laws, policies, park rules and regulations pertaining to land management and park use

The successful candidate must:

- Have knowledge of the principles and practices of public administration, park operations and maintenance, and state and federal safety regulations.
- Demonstrate the ability to lead and manage people, plan, organize, coordinate, prioritize, assign and evaluate the work of maintenance crews and other support staff.
- Ability to communicate effectively, both orally and in writing and have computer operation skills including data base report and word processing abilities.
- Ability to formulate long and short-range plans and develop strategic goals.
- Be an experienced professional with a proven track record in the field of Park Maintenance.
- Be a strategic thinker as well as implementer; candidate will play an integral role in shaping strategies and policies to align the goals of the agency and the Administration.
- Invite diverse ideas and be devoted to staff development.
- Ability to establish and maintain effective working relationships with other employees, City officials, representatives from government agencies community leaders, and the general public.
- Ability to speak before large groups.

Desired Education and Experience

Qualified candidates should have a bachelor's degree in public or business administration, recreation and parks administration, forestry, horticulture or a related field from an accredited college or university and five years of experience in park operations work including two years of such supervisory responsibilities as disciplining, evaluating the performance of, and recommending the hiring, firing, and promoting of park operations supervisors. Equivalencies: An equivalent combination of relevant education and experience. Four years of additional experience in park operations work may be substituted for the degree requirement.

Licenses, Registrations and Certificates

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is also required.

Compensation and Benefits

A negotiable hiring range of \$64,600 - \$103,200 is available depending on the background and qualifications of the successful candidate. The city offers a competitive benefits package.

The position of Chief, Bureau of Park Maintenance will remain open until filled. Interested candidates should submit a statement of interest and resume, specifically addressing the applicant's qualifications and relevant experience; including size and composition of staff supervised, program responsibility and other significant factors as outlined in this announcement. Candidates with the most relevant education and experience will be invited to an interview.

NOTE: Those eligible that are under final consideration for appointment to the positions in this class will be required to authorize the release of criminal conviction information.

Application and Selection Process

For additional information please contact Ms. Yvonne R. Carter at:
City of Baltimore, Department of Recreation and Parks
3001 East Drive
Baltimore, Maryland 21217
Phone: 410 396-6131/Fax: 410 889-3856
E-mail resumes to: yvonne.carter@baltimorecity.gov

**City of Baltimore is an Equal Opportunity Employer
and promotes diversity in the workforce.**

Stephanie Rawlings-Blake, Mayor

Mary H. Talley, Director & Chief Human Capital Officer

Ernest W. Burkeen, Jr., Director, Dept. of Recreation and Parks